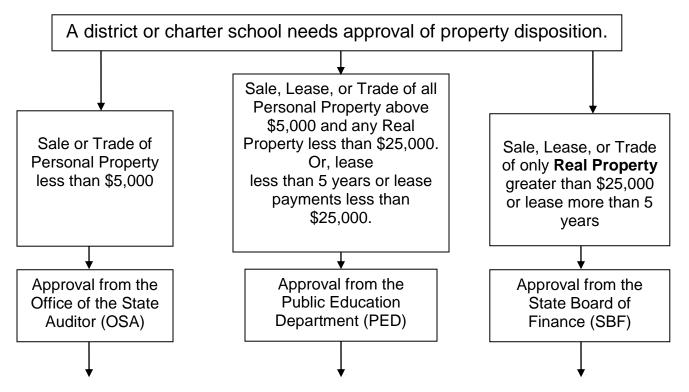


Request for Approval of Property Disposition



- The school board or governing council must pass a "Resolution" explaining why it is disposing of the items.
- ◆ The district or charter school must send the resolution to the OSA with a letter explaining the district's or the school's intensions (must be done at least 30 days prior to the actual disposition).
- Contact OSA at (505) 476-3800 for additional requirements.
- Provide a copy of the OSA's approval letter to the PED.

- ♦ One copy of the PED form 947.
- Provide board or governing council minutes or resolution indicating it has approved of the proposed disposition and reason.
- Provide an appraisal indicating the true market value.
- Provide a copy of the quitclaim deed. Do not use warranty deeds.
- Provide a copy of the legal advertisement.
- Provide selection process used, purchase price, and sale agreement, if applicable.
- Provide a copy of the proposed lease
- Upon receipt of approval, provide the approval letter to OSA.

- The SBF, in its discretion, may require the same or additional information as PED that may be relevant to a specific transaction.
- SBF requires original and 10 copies of the package submitted to it.
- Complete packages must be submitted to the SBF on or before the its meeting deadline.
- Districts and charter schools should contact the SBF at (505) 827-4980 for specific requirements of the department.